

INVITATION TO BID
BID NO. 3737
ENGINEERING SERVICES
2016 SAGINAW ROAD RECONSTRUCTION

Sealed bids will be accepted at the City Clerk's Office, City Hall, 333 West Ellsworth Street, Midland, Michigan 48640-5132, until 2:00 p.m., December 1, 2015 to provide Engineering Design Services per the attached specifications. Technical questions shall be directed to Jeff Murphy, Engineering Construction & Traffic Services Supervisor, at (989) 837-3354.

The Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the City of Midland and the successful vendor when approved and accepted by the City.

The City reserves the right to accept or reject all or any parts of any and all bids, to waive irregularities and to accept other than the low bid when deemed to be in the best interest of the City of Midland.

Mike Meyer, CPPB, C.P.M.
Purchasing Agent
Midland, Michigan

Engineering Services (Part A- Engineering Design and Part B- Construction Engineering)

General Information:

SUBMISSION OF STATEMENTS OF QUALIFICATIONS AND FINANCIAL PROPOSALS:

Proposals shall be submitted in two (2) separate envelopes to the City Clerk, 333 W. Ellsworth, Midland, Michigan 48640, and will be received until **2:00 PM, Tuesday, December 1, 2015** following City of Midland Standard Instructions to Bidders. Envelopes must be sealed and marked on the face with company name and address, the project name, and **“Bid No. 3737A – Qualifications” and “Bid No. 3737B- Financial Proposal”**. Qualifications are for both design Engineering and Construction Engineering as discussed further in this document.

STATEMENTS OF QUALIFICATIONS: The first envelope designated **Bid No. 3737A Qualifications** will be opened on **Tuesday, December 1, 2015 at 2:00 p.m.** and will be evaluated by a Review Committee.

FINANCIAL PROPOSAL: The second envelope designated **“Bid No. 3737B – Financial Proposal”**. **Envelope B will be collected on December 1, 2015 at 2:00 p.m. Use the form within these documents and also include a chart/schedule of hours in each billing category and hourly rates.**

We anticipate that the Purchasing Agent will publicly open the second envelope (B) on December 8, 2015 at 2:00 pm and read aloud the Financial Proposals of approximately three consultants whose Statement of Qualifications are judged to be the most qualified for this project by the Review Committee. We anticipate awarding to the lowest financial number of those opened.

Project Description

- The City of Midland is requesting proposals for engineering design services for an upcoming street paving project that is to take place on Saginaw Road from Eastman Avenue to approximately 1200 feet east of Eastman Avenue. The funding for the project is county road millage and Act 51 sources.
- The project will involve reconstructing the existing road to similar geometry and profile.
 - Primary work includes or potentially includes milling, removal of underlying concrete slab, removal and replacement of concrete curb, added underdrain, replacement of sidewalk ramps to ADA standards, manhole regrading and casting replacement, driveways, catch basin leads, utility coordination, traffic control including possible traffic signal temporary configurations, outlawn, minor realignment and reconfiguration of the traffic island as required to meet current standards and all other applicable items common to a typical municipal reconstruction project. A complete design will be provided. The project does not replace or add water lines, main storm sewer lines, or sanitary sewer lines.
- The road is a five to six lane configuration with heavy traffic. See attached map for limits.

- Preliminary construction cost estimate is \$500,000.
- Proposed construction to begin in May of 2016.
- City of Midland standard specification and standard details to be used.
- “Notice to Proceed” with design expected by December 15, 2015

Part 1- Design Engineering

Design/CAD Parameters

- The City of Midland Engineering Department uses MicroStation and GeoPak software for drafting and design. The successful bidder shall use those platforms for all design and drafting on the project.
- All drafting standards, cell libraries, line styles, templates etc. currently being used by the City Engineering Department will be made available to the successful bidder for their use in producing the final CAD drawings.
- The City of Midland does not use Geopak cross section templates that are developed to MDOT terminology. A separate project specific template must be developed and used.

Field Data Collection

- The City of Midland Engineering Department is currently performing a mobile field survey using LIDAR and mobile cameras.
- City will provide electronic files for all field data collected including a base map.
- Selected engineering firm shall provide miscellaneous additional survey as needed to complete design.
- Pavement cores and soil borings will be provided by the City.
- Note that the road originally being US 10 has a 20 foot ribbon of underlying concrete below the existing asphalt.

Deliverables

- Update of existing 24” x 36” plan and profile drawing for all proposed street improvements with construction notes ready for bidding purposes. (1:40 Horizontal Scale and 1:4 Vertical Scale to follow City of Midland CAD standards) Note that we have an existing electronic plan and profile drawing available for download at <ftp://ftp.midland-mi.org/RFP-Saginaw%20Road%20Improvement/>
- Update will use LIDAR information provided.
- Special detail drawings not covered on the City’s Standard Detail Sheet.
- Special Provisions not covered by City of Midland Specifications
- Staging of the work plans. Note that street will be open to traffic at all times.
- Traffic control and detour route maps. Include proposed temporary traffic signal adjustments.
- Final pavement marking plan.
- List of all pay items and estimated quantity of each item.
- Estimated construction cost.
- Recommendation of special project considerations, if any.
- Electronic submittal of all GeoPak and MicroStation files and other files associated with the project.
- All design work and plans to be completed on or before April 1, 2016.
- Project design progress meetings at 50%, 75%, and 90% plus one additional
- MDOT permit, if required, drafted by consultant, and submitted by City.
- A proposed pavement design to confirm our assumption of 12 inches of sand subbase, 8 inch aggregate base and 6 inches of asphalt for the cross section.
- Soil Erosion permit application to the City.

Part 1 - Technical Submission

- 1 Resumes of proposed personnel assigned to project.
- 2 Brief statement of understanding and approach to project.
- 3 Brief statement/listing of similar types of projects completed in the last 5 years within this office or by this staff, with contact information for clients worked for. (Extensive company history not needed or desired if you have performed work in or for the City of Midland.)
- 4 Sample Geopak cross section template used on any non- MDOT project.
- 5 Listing of proposed hours by billing category. Include start up, close out and anticipated additional surveying needs hours.
- 6 Proposed schedule of completion.
- 7 Client Feedback Communications from previous projects – Up to three
- 8 City may elect to request interview of firms submitting.

Part 2 – Construction Engineering

Project Management and Construction Engineering Inspection

The project management and construction engineering services provided shall include daily inspection and management oversight of all work for conformance to City of Midland construction specifications. The City of Midland desires use of some aspects of Field Manager for IDR's and pay item quantity tracking as an example.

Construction Team Requirements

- The construction engineering team shall be certified in all disciplines relating to the project for record keeping, quality assurance and quality control as required by City of Midland specifications. MDOT certifications preferred.
- All members of the project management team shall have a minimum of 5 years' experience on similar construction projects and a minimum of 3 years with the current company.
- Provide all necessary construction staking.
- Observe and record daily contractor activities for utility and street construction using "Field Manager" or similar process approved by the City.
- Generate and provide pay estimates to City of Midland to process.
- Review any change order requests and provide information to the City of Midland to process.
- Review and monitor traffic control for conformance to MUTCD.
- Measure and record final contract quantities and provide "red-line" drawings for "as built" construction activities that differ from the original drawings.
- Coordinate materials sampling, testing and test result verification.
- Provide compaction testing on trench backfill if needed, sand sub-base and aggregate base.
- Provide density testing on asphalt paving.
- Provide concrete testing for curb and gutter and drive approach construction (air entrainment, slump, cylinders etc.)
- Construction Inspector or team member to have Construction Site Storm Water Operator certification and perform all required inspections for compliance with the Soil Erosion and Sedimentation permit issued for the project.
- City has sent notice of proposed work to utility companies.
- Project Manager and Inspector shall be made available for final project closeout.
- Specifically for Project Manager. Assist inspector with construction related questions. Coordinate correspondence with adjacent property owners and notify City in advance when public notifications are needed to general public. General oversight and conflict resolution.
- City will directly hire testing sub consultant to be overseen by this consultant.
- Bi-weekly progress meetings.
- Startup:
 - Arrange and Attend Pre-Construction meeting
 - Generate FieldManager contract file.
 - Any related start-up procedures necessary prior to construction start.

- Closeout:
 - Balance remaining contract items and develop balancing change order
 - Schedule and attend project review.
 - Any related work after construction completion for project close-out.

Technical Submission

- Resumes of proposed personnel assigned to project including specific work history and qualifications for the Construction Project Manager. We realize it may be too early in the process to assign a specific project inspector, however provide qualifications and work history of potential candidates.
- Provide 3 references from owners/agencies for similar type projects that you have administered and contact information for three references.
- Listing of similar projects (up to 3) where both project management and construction engineering services were performed by company.
- Statement of understanding of the Project Manager duties and general tasks for this project.
- Proposed listing of hours by billing category.
- Billing rates to be in effect for the first year of the contract.
- A cost not to exceed estimate to accomplish the work.

Qualifications Rating and Selection Criteria

- Qualifications will be based on the following:

| Criteria | Weighting | | |
|--|------------------|--|--|
| Qualifications related to this type of project | 25% | | |
| Experience of personnel assigned to design engineering | 25% | | |
| Work Plan & Approach | 25% | | |
| Project Manager for Construction Qualifications and Experience | 20% | | |
| Recent Feedback Communication | 5% | | |
| TOTALS | 100% | | |

- **Some scoring considerations:**

- Convey your understanding of the project objectives with work plan and approach.
- Identify major problems that you perceive at this time.
- The written proposal should indicate the ability of the consultant to meet terms of the RFQ, especially recent work similar to that described in the RFP.
- The evaluation will consider whether the proponent is qualified to perform the services proposed.
- Your recent client communications that indicate their satisfaction with your work.
- Program Manager for Construction experience.
- Estimated hours for tasks will be reviewed, however financial bid does not receive a score per se.

Award

We anticipate City Council approval at the December 14th City Council meeting.

Contract

We anticipate issuing a purchase order referencing the submittal package as the contract for the work. A separate contract could be issued if the selected consultant desires.

CITY OF MIDLAND, MICHIGAN
STANDARD INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bids: Sealed bids will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth Street, Midland, MI 48640, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.
2. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
3. Submission of Bids:
 - a) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.
 - b) Any bid received after the scheduled opening time will not be accepted and will be returned unopened.
 - c) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - d) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
 - e) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
 - f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after opening.
 - g) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the City for the premature opening of a bid not properly addressed or identified.
 - h) In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.
4. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase “or equal” is deemed to follow unless a prequalified list or the term “only”, “no exceptions”, or similar phrase is included.
5. Taxes: The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

CITY OF MIDLAND, MICHIGAN
STANDARD INSTRUCTIONS TO BIDDERS

(Continued)

6. Acceptance of Bids: The City will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. The bids will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.
7. City's Rights: The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the City's best interests.
8. Delivery: Bids shall include all delivery charges with terms of Freight Prepay – FOB Midland, MI.
9. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process. The City of Midland is a Michigan municipal corporation.
10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
11. Independent Price Determinations: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
12. Acceptance of Materials: All components used in the manufacture or construction of materials, supplies, and equipment, and all finished goods, shall be new, the latest make/model, of the best quality, and highest grade workmanship. In the event the delivered material is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the bidder and return the materials to the bidder at the bidder's expense.

City of Midland
Contractor Safety Qualification Statement

Description of work or job name: 2016 Saginaw Road Engineering Services Contract No. _____

Contract Company: _____ Owner/CEO: _____ Phone: _____

Safety Officer: _____ Title: _____ Phone: _____

Contractor experience modification rate (EMR): _____ OSHA Recordable Injury Incident Rate (past year): _____

We have received a written copy of and agree to follow the requirements of the City of Midland's "Contractor Safety Program":

Yes ☐

No ☐

Comments: _____

We have an active written safety program which will be provided to the City representatives upon request:

Yes ☐

No ☐

Comments: _____

We understand the essential requirements of the following applicable safety regulations and agree to make a good faith effort to follow them. We further certify that these applicable regulations are readily accessible to employees:

| | YES | N/A | | YES | N/A |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| a. Use of reflective safety vests | <input type="checkbox"/> | <input type="checkbox"/> | h. Welding and cutting | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Confined space entry | <input type="checkbox"/> | <input type="checkbox"/> | i. Hazard Communication ("right-to-know") | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Control of hazardous energy | <input type="checkbox"/> | <input type="checkbox"/> | j. Alcohol and drug use | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Elevated work | <input type="checkbox"/> | <input type="checkbox"/> | k. Blood borne pathogens | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Evacuations, trenches & shoring | <input type="checkbox"/> | <input type="checkbox"/> | l. Respiratory protection | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Personal protective equipment | <input type="checkbox"/> | <input type="checkbox"/> | m. Other applicable regulations: | | |
| g. Work area protection and traffic control | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | _____ | <input type="checkbox"/> | <input type="checkbox"/> |



Project-specific concerns of applicable safety regulations and safety control measures will be discussed and documented at the pre-project meeting with City representatives.

Other comments:

We attest that the above information is true to the best of our knowledge and can be substantiated if requested.

Contract Representative: _____

Title: _____

Date: _____

MI Contractor's License No. (if applicable): _____

Received by:

Contracting Dept. _____

Name: _____

Date _____

Original to: Contracting Department
Copy to: Contractor

RESPONSE FOR BID NO. 3737

ENGINEERING SERVICES

2016 Saginaw Road Improvements

Financial Proposal (Envelope B)

BID OPENING: December 1, 2015

In compliance with the City of Midland's specifications and Standard Instructions to Bidders, the undersigned hereby proposes to furnish for the price of:

| <u>ITEM</u> | <u>QTY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
|-------------|------------|---|------------------|-------------------|
| 1 | 1 | Engineering Design Services (Not to Exceed) | \$_____ | \$_____ |
| 2 | 1 | Construction Engineering Services (Not to Exceed) | \$_____ | \$_____ |
| 3 | 1 | Start up, close out, testing coordination and additional surveying (Not to Exceed) | \$_____ | \$_____ |

TOTAL \$_____

*Also attach a chart of hours in each billing category and hourly rates.

IF VARIATIONS ARE PROPOSED, LIST VARIATIONS ON SEPARATE SHEET OF PAPER AND RETURN WITH THE BID RESPONSE FORM. ENCLOSE MANUFACTURER'S DESCRIPTIVE LITERATURE OR BROCHURE.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this bid, which will become a binding contract, if accepted by the City of Midland. I hereby agree to abide by all City ordinances, rules and regulations, including the suspension process for poor performance arising out of this contract, if awarded.

COMPANY NAME

BY (Signature)

STREET ADDRESS OR P.O. BOX

(Print Name of Above)

CITY, STATE, ZIP

TITLE OF SIGNATORY

TELEPHONE NUMBER

DATE OF OFFER

TERMS OF PAYMENT

ESTIMATED DELIVERY AFTER RECEIPT OF ORDER

Bids shall be returned to the Office of the City Clerk, City Hall, 333 West Ellsworth Street, Midland, MI 48640-5132, no later than the time and date listed above. Sealed envelopes shall be marked with the bid number, title, and opening date.

Bids may be inspected at the bid opening or in the Purchasing Office during normal business hours. If you desire a copy of the bid tabulation to be mailed to you, please enclose a self-addressed, stamped envelope with your bid response.

LATE BIDS WILL BE REJECTED.

